

## **ALA RESOLUTION FORM**

Before completing this Resolution Form, please be sure to read through the Guidelines for Preparation of a Resolution for Council

1. TITLE OF RESOLUTION

2. ALA UNITS AND/OR COMMITTEE CONSULTED (IF ANY)

3. ENDORSEMENTS BY ALA UNITS AND/OR COMMITTEES (IF ANY)

# ALA RESOLUTION FORM

4. FISCAL IMPLICATIONS (specify the resources needed to carry out the resolution's directive(s))
5. LIST ALL PARTIES TO WHOM RESOLUTION SHOULD BE SENT
6. IMPACT ON ALA POLICIES AND POSITIONS:
- If the resolution sets forth a general policy or an ALA viewpoint, describe.
  - If this resolution necessitates a change in existing policy, state the policy number and the change.
  - If this resolution establishes new policy, describe.
  - If this resolution conflicts with existing policy, state provisions for resolving the conflict.

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7. INITIATING COMMITTEE OR UNIT (IF ANY)

8. INCLUDE ANY PERTINENT BACKGROUND INFORMATION (e.g. bibliography, citations, supportive quotes, URLs, etc.)

9. MOVER/SECONDER INFORMATION:

Mover's Name and Local Telephone Number

Seconder's Name and Local Telephone Number

NOTE: Clicking the submit button will open an e-mail screen. Before hitting "send," change the subject line to reflect the name of your resolution and be sure to attach the actual resolution as well as this form to the e-mail. Both items must be received by the Resolutions Committee prior to being presented to Council.